

# Town of Proctor Selectboard Meeting Minutes

Draft

November 12,2024

Town Office Meeting Room

Zoom Video Conference

6:00 – 7:57 p.m.

## **Board Members Present**

Bruce Baccei

Linda Doty

Lisa Miser

Jay Thorton

Albert Wenta

## **Employees Present**

Judy Frazier, Town Manager

## **Other Guests Present**

Olivia Bucksbaum

Vinnie Gatti

Lyle Jepson

Josh Webb

## **Action Items**

### **I. Call to Order - Pledge of Allegiance**

Lisa Miser called the meeting to order.

The meeting was held in the Town Office Meeting Room; Zoom Video Conferencing was offered as well.

### **II. Review and Approve Agenda**

Albert Wenta made the motion to approved the agenda as presented.

The motion was seconded by Jay Thorton, unanimously approved.

### **III. Review of Minutes**

Bruce Baccei made the motion to approve the October 28,2024 regular Selectboard minutes, as presented. The motion was seconded by Linda Doty, unanimously approved.

### **IV. Open Public Comment and/or Good Stuff**

Recognized the significant property improvements on the parcel on East Street.

### **V. Discussion & Action Items**

- **Review Bills & Expenditures and Sign Selectboard Orders: The Selectboard reviewed and signed orders totaling: \$43,956.39.**

- **Fire Station-Update:** Josh Webb and Vinnie Gatti were present to discuss the updated GPR 3D Grid scans for the firehouse. The 3D scans show the voids much clearer, which will assist the contractor when he begins the grouting. Discussion about the length of time the grout will sustain the truck weight. Time estimate varies from 2-10 years, with no warranty. Josh Webb will be looking to turn in a truck early for trade-in, once the equipment is stripped off. Future discussion will be looking at costs of a new building/property – building for the future vs rehab the current building with a limited footprint.  
Albert Wenta made the motion to sign the contract with ECI Engineer Construction for \$43,800.00 and to begin the grout work ASAP. The motion was seconded by Linda Doty, unanimously approved. The price doubled with the updated scan.
- **Grounds Maintenance Ordinance:** Jay Thorton made the motion to approve as presented and to review Section 4C in October 2025 for any concerns or complaints. The motion was seconded by Linda Doty, unanimously approved.
- **Rutland Regional Emergency Management Member (Re) Appointments:** Linda Doty made the motion to reappoint Judy Frazier as the EM Director and Kevin Blongy as the EM Services Coordinator. The motion was seconded by Albert Wenta, unanimously approved. These two individuals previously held the same positions.
- **Salt Quotes:** Three quotes were received:
  - **East \$86.61**
  - **Cargill \$87.25**
  - **Apalachee \$87.50**

Quotes are per ton. We have contracted with Apalachee and are leased with their product. Selectboard directed the Town Manager to sign the contract with Apalachee for 700 tons.

- **CEDAR Regional Marketing Initiative:** Lyle Jepsen and Olivia Bucksbaum were present to discuss/provide an overview of the CEDAR Regional Marketing Initiative. A packet was provided to selectboard members sharing information from the past years of the program. This program is entering its 9<sup>th</sup> year. Real Rutland acts as the Welcome Wagon to the Rutland region, with the focus to bring workers and families to the area. The selectboard requested data points particular to Proctor. CEDAR is requesting the same funding amount from Proctor of \$1640.00.

## VI. Board of Water Commissioners

Bruce Baccei made the motion at 7:06 p.m. to adjourn the meeting of the Selectboard and convene the Board of Water Commissioners. The motion was seconded by Jay Thorton, unanimously approved.

- **Sanitary Survey:** The survey was completed on 9/17/2024 on the water system, there were deficiencies identified. A handout was provided listing the deficiencies. Two of the deficiencies have been corrected, the remainder are in process.
- **Other business:** No other business.

## VII. Board of Sewer Commissioners

Albert Wenta made the motion at 7:11 p.m. to adjourn the meeting of the Board of Water Commissioners and convene the Board of Sewer Commissioners. The motion was seconded by Bruce Baccei, unanimously approved.

- **Operation Management and Emergency Plan:** This document was submitted to the State of Vermont on 10/30/2024. Nick and Rob completed these documents.
- **Other Business:** Draft flyer for the WWTF project was shared. The Selectboard accepted the flyer. Directed the Town Manager to mail out, ASAP.

Linda Doty made the motion at 7:15 p.m. to exit the Board of Sewer Commissioners and enter the resume the Selectboard meeting. The motion was seconded by Albert Wenta, unanimously approved.

## **VII. Departmental Reports**

- Sheriff: Report provided in packet. Tickets-1/Warnings-5/Arrests-0/ Fines \$435.00
- Town Manager: The Town Manager highlighted her report.
  - Contacted State of Vermont about selectboard decisions not to approve the grant – provided letter sent
  - Spoke with A&E about creating a flyer to mail in November
  - Priced out radar signs – previous quote \$5300 – current quote \$6000+ currently not in FY25 budget. Reached out to RCSD for temporary sign in the interim
  - Confirmer prices with Assessor for reappraisal 2025-2026. \$1500/year for the cloud - \$2000 for appraisal year 2025-2026
  - Grouting work to begin ASAP – contract signed
  - TAP and WWTF flyers were out at the polling place
  - Waiting final report from Newton Street
  - Timber harvest began 10/28
  - Sourcing tree removal bids
  - Mace Property clean up date deadline 12/2
  - Discussing snowplowing options with DPW Foreman

## **IX. Old or New Business**

FY26 Budget Department 30-36 First Review

The Selectboard reviewed departments 30-36. The Town Manager will invite Lisa Wright to the next meeting to discuss the lister budget. This was a first look; no changes were made to the departments.

## **X. Adjourn**

Albert Wenta made the motion to adjourn the November 12,2024 regular Selectboard meeting at 7:57 p.m. The motion was seconded by Linda Doty, unanimously approved.